

Job Developer Preparation Checklist

- ☐ Do you understand your organization, its placement goals, and other performance objectives?
- ☐ Do you know your program's target industries, employers, and jobs and what you can offer?
- ☐ Do you know what your organization expects of you, including its goals for your performance and how your performance will be monitored and measured? For example:
 - ☐ Number of job orders from new and/or repeat employer customers you generate
 - ☐ Number of job seekers you interview
 - ☐ Number of job seekers you place
 - ☐ Number of job holders you place who are employed for 30, 60, 90, or 180 days
- ☐ Do you know what data you should keep for your organization's records? For example:
 - ☐ Number of employers you contact for the first time
 - ☐ Number of repeat employers you contact
 - ☐ Number of job seekers you see
 - ☐ Number of job seekers' files you keep current
 - ☐ Number of times you follow up with job holders
- ☐ Do you find out what employers think of your organization -- the good news and the bad?
- ☐ Do you know how your organization answers objections or concerns to hiring its job seekers?
- ☐ Have you armed yourself with statistics and testimonials that will convince employers to do business with you?
- ☐ Have you developed and internalized your own sales pitch?
- ☐ Do you emphasize the services you can provide? Do you use business language, not agency jargon?
- ☐ Have you researched likely employers: those who can benefit most from your services and those who can provide the most benefits to your organization?
- ☐ Have you identified the most effective way to make an initial contact: by telephone, letter, email, or in person?
- ☐ Have you prepared marketing information that can be mailed, faxed, emailed, or left on-site for interested employers?
- ☐ Have you scheduled a block of time to make specific calls or visits?

